

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



AIR FORCE INSTRUCTION 36-2104

**AIR FORCE SPACE COMMAND
Supplement 1**

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Personnel

**NUCLEAR WEAPONS PERSONNEL
RELIABILITY PROGRAM (PRP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends the guidance of AFI 36-2104, *Nuclear Weapons Personnel Reliability Program (PRP)*. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to AFSPC and all subordinate units with a mission involving active duty Air Force and civilian personnel who are presently assigned to or are selected for assignment to duties designated as requiring PRP. It does not apply to the Air Force Reserve Command nor Air National Guard units. Upon receipt of this integrated supplement discard the Air Force basic publication.

SUMMARY OF REVISIONS

The revision of this publication is to meet the format standards required by Air Force. No content material has changed. Some required format changes have been made to allow for the conversion process.

1.2.1. (Added) HQ AFSPC/DPPXX is designated the MAJCOM-level PRP monitor. Suspension and decertification notifications on the HQ AFSPC/DO and AFSPC Numbered Air Force (NAF) commanders will be made to DPPXX at DSN 692-6822 or 5398 during duty hours. Notifications required after duty hours will be made to the 21st Space Wing Command Post at DSN 834-4660 who will relay information to the MAJCOM PRP monitor.

1.2.2. (Added) HQ AFSPC/DPPXX will make notifications received in above paragraph to AFSPC/CC.

1.5. (Added) NAF Directorate of Personnel. When a base's wing or missile group commander is certified on the PRP, the NAF will notify the base (letter or message) on whom to notify when PRP notifications are required on the wing/group commander. An information copy of this letter or message will be forwarded to HQ AFSPC/DPPXX at 150 Vandenberg Street, Suite 1105, Peterson AFB CO 80914-4450.

- 2.1.1.1. (Added) The local Civilian Personnel Flight (CPF) will forward copies of completed AF Forms 286A, Notification of Personnel Reliability Program Permanent Decertification Action, to HQ USAF/DPCE and HQ AFSPC/DPCW, 150 Vandenberg Street, Suite 1105, Peterson AFB CO 80914-4450.
- 2.1.3. The Military Personnel Flight (MPF) PRP Monitor will send copies of meeting minutes, if published to HQ AFSPC/DPPXX, 150 Vandenberg Street, Suite 1105, Peterson AFB CO 80914-4450.
- 2.1.4. The format for the Staff Assistance Visit (SAV) report is at the discretion of the MSS/CC. At a minimum the following items will be reviewed and reported for each SAV:
- 2.1.4.1. (Added) Appointment/delegation letter currency, Unit OIs, and compliance with DoDD 5210.42, AFI36-2104, this supplement and base supplement.
- 2.1.4.2. (Added) Certification/Recertification procedures.
- 2.1.4.3. (Added) Currency of security investigations and submission procedures.
- 2.1.4.4. (Added) Administrative certification procedures.
- 2.1.4.5. (Added) Additional duty PRP procedures.
- 2.1.4.6. (Added) Interim certification procedures.
- 2.1.4.7. (Added) Suspension, temporary decertification, and permanent decertification procedures.
- 2.1.4.8. (Added) Substance abuse/misuse (alcohol and drug) procedures.
- 2.1.4.9. (Added) Initial and refresher PRP training of all PRP administrators.
- 2.2.1.1. A copy of the delegation letter will be forwarded to the Director of Base Medical Services (DBMS) PRP monitor, MPF PRP monitor. If the unit has DoD civilians certified, also send a copy to the CPF PRP monitor.
- 2.2.2. PDI will not be documented on AF Form 286, Personnel Reliability Program (PRP) Certificate. Documentation of PDI prior to 1 April 1997 was authorized by AFI36-2104, 30 June 1994 and the previous AFI36-2104AFSPC1 (AFSPC supplement), 6 January 1995.
- 2.2.2.1. (Added) Maintain only permanent PRP decertification documents and/or the AF Form 286 which documents the most recent certification or removal action. If only documenting an intra-base recertification, keep the previous AF Form 286 which documents the current medical screening.
- 2.2.4. The duties involved, not the Air Force Specialty Code (AFSC) or work area, determine the requirement for certification. A requirement for PRP certification is identified in one of two ways: by position number or by assignment of additional duties.
- 2.2.4.1. Certifying Officials (COs) must be PRP certified ("A" critical or "D" controlled) equal to, or higher than the PRP additional duty personnel they are certifying. Reviewing officials will also be certified in a PRP category ("A" critical or "D" controlled) equal to, or higher than the personnel they are certifying. These are not additional duty certifications and require the Unit Manpower Document (UMD) be coded to reflect this requirement.
- 2.2.4.2. Submit these requests in writing to HQ AFSPC/DPPXX.
- 2.2.7. A copy of the delegation letter will be forwarded to the DBMS PRP monitor, MPF PRP monitor and the CPF PRP monitor.
- 2.2.12. Coordination with HQ AFSPC/DPPXX of locally devised methods is required.

2.2.14.1. Ensures CPF receives two copies of completed AF Form 286A, Notification of Personnel Reliability Program Permanent Decertification Action, on DoD civilians.

2.2.17. (Added) Prepares all AF Forms 286 and 286A and provides to the MPF for filing in the UPRG for active duty personnel or maintains in the unit for DoD civilians and contractors. These forms will be typed and all annotations on the reverse of the form will be from head to foot. NOTE: For civilians the AF Form 286A original will be filed in secured files in the Certifying Officials organization with a copy kept in a secure file within the CPF.

2.2.18. (Added) Prepares all required actions to forward completed AF Forms 286A to the reviewing official (including staff summary sheet if required). Minimum coordination through the MPF PRP or CPF PRP monitor is required prior to submission to the reviewing official. Supplement other local coordination requirements if kept to a minimum to ensure expeditious processing.

2.2.19. (Added) Individuals certified for additional duty PRP, who change to full-time duties or are certified for full-time PRP, who change to additional duty, require a PDS change in PRP status code with no change in certification date, provided there is no change in certifying official. These same rules apply if there are changes from critical to controlled or vice versa. Annotate the reverse of the AF Form 286 with the date duties changed.

2.2.20. (Added) Commander-directed referrals are initiated by request letter to the MTF and should include the reasons for the request and other applicable information (use sealed envelope if sensitive material is included).

2.3.7.1.1. (Added) If the AF Form 286 is used to document a prior certification and the individual is not currently certified ("J" coded), fill in the identification information, the MPF commander will sign in the commander's signature block and use the Personnel Data Base (PDS) code and date to enter the required information in section VI. Document in the top and bottom margins of form the following statement: "THIS FORM HAS BEEN REACCOMPLISHED TO DOCUMENT PREVIOUS CERTIFICATION ("J" CODE)". If the AF Form 286 is used to document current certification, obtain the certification dates from the PDS and reaccomplish the form. Document in the top and bottom margins of the form the following statement: "THIS FORM HAS BEEN REACCOMPLISHED TO DOCUMENT CURRENT CERTIFICATION". NOTE: Do not file or update a reaccomplished AF Form 286 if member is currently temporarily decertified ("M" coded) from PRP duties. Maintain the form at the unit until the temporary decertification action is resolved.

2.3.7.1.2. (Added) Use AF Form 286A to document a missing decertification form. Fill in the identification data and the MPF commander will sign the commander's signature block. Fill in the reason for decertification and document in the top and bottom margins of the form the following statement: "THIS FORM HAS BEEN REACCOMPLISHED TO DOCUMENT DECERTIFICATION" Use the PDS information to complete the decertification codes. If a thorough search of member's records and PDS do not provide the required information to reaccomplish the form, advise HQ AFPC/DPSFC3 with information copy to HQ AFSPC/DPPXX of the information available and the data required.

2.3.8. An audit will be conducted at least once a calendar year on the UPRGs or SF 66/Electronic OPF (Official Personnel Folder) of all PRP personnel. Written documentation of these audits is required.

2.3.11. (Added) Ensures all local PRP administrators (i.e., certifying officials, unit PRP monitors if appointed, MPF PRP monitor, CPF PRP monitor and medical authority) receive initial PRP training in the management of PRP objectives prior to assumption of duties. Training documentation is at your discretion.

2.3.12. (Added) Ensures that a base training plan is established with minimum coverage of programs objectives and requirements. (It is imperative for the success of this critical program that all program objectives are thoroughly trained and that the spirit and intent of the PRP understood.)

2.3.13. (Added) Ensures that a base supplement is written to support local policies. Each AFSPC location with one or more PRP position(s) is required to supplement AFI 36-2104. Base supplements will be approved by the MAJCOM prior to being published. Send draft supplements to HQ AFSPC/DPPXX, 150 Vandenberg St, Suite 1105, Peterson AFB CO 80914-4450.

2.4.1. The Medical Treatment Facility (MTF) commander will appoint an officer or NCO (minimum 5-skill level or civilian equivalent) who has sufficient training and knowledge of the PRP as the MTF PRP monitor.

2.4.1.1. (Added) Ensures indoctrination and training are accomplished IAW paragraph 2.4.11(Added). The medical consultant to the PRP will create a training program that will provide training to all MTF medical providers. (It is imperative for the success of this critical program that all program objectives are thoroughly trained and that each care provider understands the spirit and intent of the PRP.)

2.4.1.2. (Added) Ensures PRP status rosters and change rosters are received and posted by all sections maintaining PRP records.

2.4.1.3. (Added) Reviews emergency room/extended care clinic medical and dental treatment records each duty day to ensure medical determinations and required notifications were made on PRP members treated after normal duty hours.

2.4.3.1. (Added) PRP screening by a CMA during administrative certification does not negate the requirement for the local (gaining) CMA to perform the screening for a formal certification.

2.4.3.2. (Added) Subsequent screening and audits conducted after initial screening by the CMA at location formally certifying member may be accomplished by any authorized reviewer when no additional findings of a potentially disqualifying nature are noted. If the record was not properly screened during initial screening as required, the record must be referred to the CMA.

2.4.5. Designated representatives will be made in writing to the DBMS.

2.4.5.2. Only individuals specifically designated by the MTF commander will make notifications. When a PRP-certified individual receives care in a clinic authorized to maintain separate medical records (i.e., inpatient, dental, OB/GYN, mental health and family advocacy records), the PRP notification stamp must be placed in the individual's primary outpatient record, not just the record contained in the section. The record contained in the section will contain the stamp illustrated below:

"PRP NOTIFICATION IS/IS NOT REQUIRED. SEE PRIMARY OUTPATIENT RECORD FOR PRP NOTIFICATION STAMP".

This stamp will be completed by the appropriate section and action will be taken to ensure the PRP notification stamp in the individual's primary outpatient record is completed as required.

2.4.5.3. (Added) Following the initial visit with a care provider, the MTF notifies the member's unit of the estimated period of time required to reach a PRP recommendation. Upon completion of the evaluation, or when a determination or recommendation is made, the MTF notifies the individual's commander of the findings of the evaluation and documents the medical record using the PRP notification stamp. NOTE: At any time during the evaluation a care provider uncovers additional PDI the commander must be notified immediately. Previously existing suspensions or temporary decertifications are not justifica-

tion for delaying notification of newly discovered potentially disqualifying information. Recommendations for permanent decertification will be provided to the commander in writing, to include the diagnosis, within five duty days after immediate verbal notification.

2.4.11. (Added) All MTF personnel who are involved in direct patient care will receive initial PRP training before performing duties which involve patient contact. Thereafter, refresher PRP training will be conducted semiannually. PRP training of medical food service, bioenvironmental engineers, military public health or anyone not involved in direct patient care is at the option of the DBMS. Documentation of medical PRP training will be maintained by the MTF PRP monitor. For Bases with administratively certified personnel only, refresher training is required annually.

2.4.12. (Added) Medical recommendations of permanent decertification from the PRP will include the diagnosis. In cases where more than one diagnosis applies, the recommendation will indicate which is the primary diagnosis. When drug abuse or alcohol dependence is diagnosed, they will be the primary diagnosis.

2.4.13. (Added) An audit will be conducted at least annually and will include the outpatient, inpatient (while hospitalized), dental, OB/GYN, mental health and family advocacy records. Questionable situations or apparent violations of procedures in the AFI or supplement will be brought to the attention of the CMA and certifying official for review and action.

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